



**GRANTING TEMPORARY USE OF AIR FORCE  
REAL PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: CEPR (Ms. Sandi Brown)  
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This supplement implements and extends the guidance of Air Force Instruction (AFI) 32-9003, **Granting Temporary Use of Air Force Real Property**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC) and its subordinate units. It does not apply to Air Force Reserve Command nor Air National Guard units. This supplement provides timelines for submitting renewal requests for outgrants, provides guidance on collection and deposit of receipts for leasing and licensing of Air Force real property, delegates authority for executing rights-of-entry and consent agreements, and provides guidance on evaluating requests from wireless communication companies. Upon receipt of this integrated supplement discard the Air Force basic publication.

**SUMMARY OF REVISIONS**

This publication provides timelines for submitting renewal requests for outgrants, delegates authority for executing rights-of-entry, revises account information for deposit of receipts from licenses, and provides guidance on evaluating requests from wireless communication companies. A bar (|) indicates a revision from the previous edition.

| 1.6.4.1. Submit the renewal request to HQ AFSPC Office of The Civil Engineer, Programs Division, Resources Branch (CEPR) at least 6 months before the outgrant expires if HQ AFSPC/CE approval is required. Wings renewing outgrants that are within their delegated approval authority should begin the renewal process at least 6 months prior to expiration of the outgrant.

1.9.3. Each wing and base must submit a quarterly report (AFSPC-CEP(Q)1902) to HQ AFSPC Office of The Civil Engineer, Programs Division, Resources Branch (CEPR) by the 5th working day following the end of the quarter (31 March, 30 June, 30 September and 31 December). The quarterly report will include a completed Federal Property Information Checklist for each excess, unused, or underused Air Force

property (building or land) for installations within the United States (overseas installations are exempt). The report will also include a list of all facilities for which there was a change of status since the last quarterly report (i.e. demolished). Negative reports are required.

1.12. Wing commanders are delegated authority to execute Rights-of-Entry (ROE). This authority extends to Wing vice commanders.

2.4.1. Payments for lease of Air Force real property shall be made payable to the Treasurer of the United States and sent to the Base Civil Engineer (BCE). The BCE staff will maintain a list of all leases at their installation for which payments are due the Government. As a minimum, the list will include the real estate instrument number, lessor's name, date payment is due, and amount due. When payments are received, the BCE will record receipt of the payment and take the check to the local Financial Services Office (FSO) for deposit into Special Fund Receipt Account 97X5189.57 (where "X" denotes the fiscal year). Rents received from grazing and cropland leases are deposited into the Air Force Grazing and Cropland Fund.

3.2.1. Payments for use of Air Force real property by license will be processed in the same manner described above in paragraph 2.4.1. and deposited into the Treasury Department miscellaneous receipts.

4.10.4. Wing commanders are delegated authority to approve consent agreements. This authority extends to Wing vice commanders. Wing commanders may redelegate their authority, in writing, to the Base Civil Engineer.

5.3.2. (Added) Coordinate all requests from wireless communication companies with Wing communications, legal, comptroller, operations, and security forces. Consider:

5.3.2.1. How many requests for wireless communications antennas can be accommodated?

5.3.2.2. What restrictions and conditions are needed?

5.3.2.3. Is an electro-magnetic interference-radiation hazard analysis needed?

5.3.2.4. Will the antennas interfere with present or anticipated future operations?

5.3.2.5. Do the antennas and equipment comply with facilities excellence standards?

5.3.2.6. Does the proposed antenna installation comply with Air Force and/or FAA airfield siting criteria?

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